

Notice No.: 02-001
Date: January 4, 2002
Applies to: PERS, LEOFF, WSPRS and JRS Employers
Subject: Members' Annual Statements and Sequencing Information

Members' annual statements coming in March

In March 2002, the Department of Retirement Systems (DRS) will mail employers the 2001 annual statements for active members of the Public Employees' Retirement System (PERS), Law Enforcement Officers' and Fire Fighters' Retirement System (LEOFF), Washington State Patrol Retirement System (WSPRS), and Judicial Retirement System (JRS). We appreciate your help in distributing these confidential statements to your employees.

The following account information appears on the annual statement:

- Service credit information for 2001;
- Total service credit;
- The member's retirement contributions posted by DRS from January 1, 2001, through December 31, 2001, (which generally corresponds to contributions for the transmittal reporting periods from December 2000 through November 2001); and
- The total contributions and accumulated interest in the member's account as of December 31, 2001.

How to determine sequencing

The sequence control number determines sequencing. We will print your reporting group's annual statements in ascending sequence by this control number. Transactions with duplicate control numbers or no control numbers will be sorted alphabetically by last names.

Note: If you furnished us with your sequencing control number last year, the same number will be used again this year unless updated per the instructions below.

To add or update the sequence control number, you may use one of the following methods:

- **Transmittal Reporting:** If you use the multiple record automated reporting layout, you may enter your sequencing information on the Employment Information Record in the Control No. Field and Organization Display Field. Please refer to Chapter 8 in the “DRS Employer Handbook” for instructions on reporting using the multiple record layout. All updates of sequencing information processed by **February 21, 2002**, will be used.
- **Diskette:** Please prepare a 3½” diskette according to the specifications in Chapter 8.

If you use a diskette, please forward the attached request to your information services staff or service bureau to assist them in creating the diskette. For examples of how you might sequence your statements, please refer to Chapter 8 in the DRS Employer Handbook. The request form and the diskette must be returned to us by **February 1, 2002**.

Questions?

Annual Statements are mailed to employers by system in ascending order (for example, all LEOFF annual statements are mailed before PERS annual statements). If you report for multiple systems, annual statements may arrive on different dates.

For questions about submitting the sequencing information or if you have not received the statements by March 31, 2002, please contact Employer Support Services at (360) 664-7200 or 1-800-547-6657. If there are members who do not receive a statement or have questions, please contact Retirement Services Division at (360) 664-7000 or 1-800-547-6657.

This Notice can be accessed on the DRS Web site at **<http://www.wa.gov/DRS/employer>**.

Dave Nelsen
Manager, Employer Support Services

**WASHINGTON STATE
DEPARTMENT OF RETIREMENT SYSTEMS**

MEMBERS' ANNUAL STATEMENTS SEQUENCE REQUEST

To have members' annual statements run in employee control number sequence, you must provide all the information requested before DRS can process your request.

Employer Reporting Group (Department No.): _____

Employer Name: _____

Phone No.: (_____) _____

Contact Name: _____

To run member statements in employee control number sequence, the diskette must meet the specifications outlined in Chapter 8 of the DRS Employer Handbook and reach DRS by **February 1, 2002**.

Mail this form and the diskette by **January 28, 2002**, to the following address:

ATTN: Employer Support Services
State of Washington
Department of Retirement Systems
P.O. Box 48380
Olympia, WA 98504-8380

2002 DRS Notices

For a copy of a Notice, call (360) 664-7170 or 1-800-547-6657, or
access on the DRS Web site at <http://www.wa.gov/DRS/employer>.

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